



MISSOURI PUBLIC SERVICE COMMISSION

JOB OPPORTUNITY

PERSONNEL CLERK

The Missouri Public Service Commission is seeking a customer service driven and detail-oriented individual with superior organizational skills to fill the Personnel Clerk position in our Jefferson City Human Resources Department.

This position performs a variety of Human Resource duties while supporting an agency of 202 employees. Duties include employee payroll and benefits, time keeping activities, coordinating training and new employee orientation. Candidates should enjoy working in a fast-paced environment and have a working knowledge of general human resources practices and procedures.

This position requires four years of responsible clerical experience, including two years of complex office experience involving pay administration or specialized personnel activities; and graduation from high school. Experience working in the state SAM II HR/Payroll system and the ability to communicate effectively, both orally and in writing is required, along with a working knowledge of Microsoft Word, Excel, and Access software applications.

The starting annual salary range is \$30,696 to \$32,352 with a potential increase at the end of a successful probationary period. To be considered for this position, submit an application, resume and references by **September 4, 2012** to: MO Public Service Commission, **Reference Number AD060912**, P.O. Box 360, Jefferson City, MO 65102 or via e-mail to pscjobs@psc.mo.gov. For additional information, visit <http://www.psc.mo.gov>.

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